

NEBRASKA DEPARTMENT OF HEALTH AND HUMAN SERVICES
FURLOUGH PLAN
THROUGH DECEMBER 31, 2010

In compliance with the Governor's Directive issued on July 16, 2010, this is the Department of Health and Human Services' plan to furlough employees covered by the NAPE/AFSCME labor agreement. The dates of this furlough will begin once this Furlough Plan is approved and end December 31, 2010.

- Full time employees covered by the NAPE/AFSCME labor contract on or before October 15, 2010 will be furloughed 16 hours between the date the plan is approved and December 31, 2010.

Part-time employees covered by the NAPE/AFSCME labor contract on or before October 15, 2010 will have their furlough hours prorated based on their established FTE.

- Full time employees who are covered by the NAPE/AFSCME labor contract on or after October 16, 2010 will be furloughed 8 hours by December 31, 2010.

Part-time employees covered by the NAPE/AFSCME labor contract and hired on or after October 16, 2010 will have their furlough hours prorated based on their established FTE.

Furloughs will not result in additional overtime costs or temporary costs.

Direct care positions in the 24 hour care facilities may be exempted if the furlough would result in acuity deficits, jeopardize resident care, or require the agency to pay over-time to another employee to provide coverage. Any positions exempted will be identified by classification and shift and requires the approval of the Division Director.

Furlough time will be scheduled in no less than four (4) hour increments unless special circumstances exist. If more employees volunteer to take the same date/times off than can be accommodated, final decisions will be based on state seniority and job related factors.

Employees will be given as much opportunity as possible to choose their furlough days, but where that option is not available and an involuntary furlough is required, the employees will be given a minimum of 5-work days' notice of the date(s) of their furlough. In the event of an emergency, planned furlough days may be rescheduled.

Furlough dates for each employee will be confirmed in writing.

Vacation leave may not be substituted for a furlough day, or partial day. If an employee wishes to take a furlough day, or partial day, on a date that was scheduled as vacation leave, that time will be coded as unpaid furlough time. Employees will not be allowed to carry over more than 280 hours of vacation leave due to having used furlough time.

Should an employee decide to use furlough time for any approved, unplanned absence, and receive permission from the agency to do so, the furlough time will be unpaid.

Employees will not be required to use a furlough day, or partial day, for an unplanned absence.

Furlough days will be monitored through the KRONOS time keeping system to ensure that all contract covered employees have taken the required furlough days by December 31, 2010.